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MINUTES

OF THE

CIA CAREER SERVICE BOARD

17th Meeting, Thursday, 10 December 1953, at 4:00 P.M.  
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman  
Matthew Baird, Director of Training, Member  
25X1A9a [REDACTED], Acting Personnel Director,  
Alternate for the AD/Personnel, Member  
25X1A9a [REDACTED] Chief of Operations, Alternate for  
DD/P, Member  
25X1A9a [REDACTED], SA/PP, Alternate for the Deputy  
Chief, PP, Member  
25X1A9a [REDACTED] Special Assistant to AD/CO, Alternate  
for AD/CO, Member  
25X1A9a [REDACTED], AD/CI, Member  
Lawrence K. White, Acting DD/A, Member  
25X1A9a [REDACTED], Special Assistant, DD/I,  
Alternate for DD/I, Member  
25X1A9a [REDACTED], Office of the Inspector General  
George G. Carey, AD/CO  
Otto E. Guthe, AD/RR  
25X1A9a [REDACTED], Executive Secretary  
25X1A9a [REDACTED] Secretariat  
[REDACTED] Secretariat  
25X1A9a [REDACTED] Reporter

1. Minutes of the 15th meeting of the CIA Career Service Board, held 19 November 1953, were approved without change.

2. Minutes of the 16th meeting of the CIA Career Service Board, held 23 November 1953, were approved without change.

25X1A9a 3. [REDACTED], Special Assistant/PP, who will be the alternate  
25X1A9a for [REDACTED] during the latter's absence, was introduced to the Board.

4. The third item on the agenda, "Responsibility for the Assignment and Career Development of General Administrative Personnel," dated 1 December 1953, was discussed by [REDACTED], representing the DD/P, and Col. White, Acting DD/A, who explained how the system of assignment of Career Designations,

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25X1A9a "CD-A," for administrative personnel had been accomplished within the DD/P area. [REDACTED] explained that the system had worked especially well from the viewpoint of the DD/P and that everyone there was well satisfied with the mode of operation. Col. White reiterated the advantages of administrative personnel having a common working background and training and expressed his belief that the proposed system would improve the existing situation. [REDACTED] pointed out that the DD/P 25X1A9a used many specialized personnel overseas in the communications, personnel, medical, finance and logistics fields, but that when these persons returned to Headquarters it was impossible to absorb them into the DD/P departmental staff. Such personnel had to return to the office having primary responsibility for these specialized missions. There was general discussion as to who would fall into the category of "administrative personnel," and Col. White pointed out that there had been no problem in identifying these people to the satisfaction of all concerned. There was also discussion as to what choice the individual concerned had in the assignment of career designations. Col. White stated that a person who evidenced a desire for a career designation which did not correspond to the type of administrative work that he was doing was, in fact, stating a long-range preference for something other than administrative work.

25X1A9a [REDACTED], Acting Personnel Director, showed how the system operates, using as an example a recent vacancy in a personnel-type position 25X1A6a located in [REDACTED]. The Personnel Office had supplied DD/P at his request with four qualified persons with the Career Designation, "CD-PF," for the position and DD/P made the final choice. At the same time the Personnel Office was arranging and had accomplished placement of the returning employee who also carried the Career Designation, "CD-PF."

The Board further discussed the memoranda from Col. White and heard the views of Mr. Carey and Mr. Guthe who had accompanied Mr. Sheldon. Several changes in wording were agreed upon. The discussion was terminated with the Chairman suggesting that he and Mr. Amory discuss the matter, after a copy of the transcript of the meeting had been made available to Mr. Amory, who was not present.

5. The Board reviewed a check-list of the current status of the Career Service Program and objectives which have yet to be reached. This was discussed briefly by the Chairman who suggested that the proposed policy statements be held for consideration at a later meeting.

6. The Board decided to suspend meetings until after the first of the year with a steering group meeting in the interim if necessary.

7. The meeting adjourned at 5:05 P.M.

Signal

[REDACTED] Executive Secretary

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